



**12th Europe Region  
Conference  
Ayia Napa, Cyprus  
2-6 November 2026**

## **Annex no 1 to the Constitution of the Europe Region of the ISGF/AISG**

### **Document 1**

#### **Rules of Procedure for the Europe Region Conference or Triennial General Assembly (hereinafter referred to as TGA)**

The following Rules of Procedure for the Europe **Triennial General Assembly** (herein after **TGA**) **are adopted** so that the **TGA** can be carried out in good order and that there may be no misunderstanding as to the methods adopted.

#### **1. Chair and the Vice-Chair of the Europe Region TGA.**

1.1: The Chair and the Vice-Chair of the Europe Region **TGA** are appointed by the Europe Region **TGA** on the proposal of the ISGF Europe Region Committee **in consultation with the Host Committee**.

1.2: The Steering committee of the **TGA** **are** the Chair of the Europe Region Committee, or their appointed person, and the Chair of the Host Committee, or their appointed person. They shall be responsible for the agenda and the programme.

1.3: The ruling of the Chair of the Europe Region **TGA** is final.

#### **2. Delegates, observers and guests**

- 2.1 Delegates: Each National Scout and Guide Fellowship and the Central Branch of the Europe Region have the right to be represented at meetings of the Europe Region **TGA** by up to four delegates with voting rights. However, when two National Scout and Guide Fellowships in one country have been recognized as Members, each shall have only two delegates with voting rights.

A form, listing the appointed delegates and identifying the head of the delegation, shall be sent in advance of the Europe Region **TGA** to the address indicated on the form. Delegates whose names are not listed on the above form shall present on arrival at the Europe Region **TGA** venue, an official letter indicating their status signed by the National President, International Secretary or other responsible official of their organisation. An election of four delegates for the Central Branch should be held before the opening of the Europe Region **TGA**, if there are more than one CB Member in the Europe Region. **The time and date of this meeting will be advised in the Programme.**

- 2.2 Observers: Observers are ISGF members who belong to a National Fellowship or the Central Branch and are not delegates. They may attend meetings of the Europe Region **TGA** without voting rights or taking the floor. All observers are welcome to participate in seminars and group meetings.

- 2.3 Guests: Guests may be invited by the Europe Region Committee and may attend the meetings of the Europe Region TGA without voting rights. They can be invited to address the Europe Region TGA and are welcome to participate in seminars and group meetings.

### 3. Quorum

Immediately after taking the chair, the Chair of the Europe Region TGA, or other **appointed person** will **take a roll call and confirm** the existence of the quorum; that shall be half plus one of the full Members and the CB members of the Europe Region. *Europe Region Constitution article 10.6 and 10.8 proxy. The Chair, or other appointed person will take a roll call before the commencement of any session where there will be any approval or voting, to confirm that the meeting is quorate.*

### 4. Minutes

Two persons will be asked by the Europe Region Committee to make the minutes of the TGA, one in English and one in French. **The host committee may appoint a person to take the Minutes in their home language.**

### 5. Moving of motions and amendments

5.1: Any National Scout and Guide Fellowship of the Europe Region with the status of full Member desiring to submit to the Europe Region TGA:

- a subject for discussion requiring a vote;
- a motion upon any matter not already included in the agenda;
- a motion which, if carried, would involve a decision (Europe Region Constitution art.12) or a major change in policy

must forward the draft text to the Europe Region Committee at least **seven months** before the opening date of the Europe Region TGA, in order that the motion may be considered by the Europe Region Committee and National Scout and Guide Fellowships.

Amendments to these motions must be submitted to the Europe Region Committee at least **three months** before the date of the Europe Region TGA.

- 5.2: Before a motion or an amendment can be put to the vote of the Europe Region TGA, it must be formally proposed and seconded, except for motions from the Europe Region Committee. The proposer and seconder should be different National Scout and Guide Fellowships of the Europe Region. **Neither the Proposer nor Seconder shall hold a proxy for the other.** An Associate Member may only propose motions or amendments on matters that they are allowed to vote on (ISGF Article 5.10).
- 5.3: Where an amendment is made to a motion, it is the amendment which is first put to the Europe Region TGA for voting before the original motion. If the amendment is lost, the original motion is then put to the vote. If the amendment is carried, the motion is amended accordingly, before it is put to the vote.  
If more than one amendment is made to a motion, the first to be put to the vote is that which, in the judgement of the Chair of the TGA, changes the original motion most radically. The same rule applies to the order of the other amendments.
- 5.4: During the Europe Region TGA, no amendments to motions submitted in accordance with sub-paragraph 5.1 above may be accepted, except those which either:
- remove ambiguities or otherwise clarify the draft which has been circulated; or
  - represent an intermediate position between the draft circulated and the status quo.

## 6. Voting

6.1: Each NSGF, present or represented by proxy, unless it has lost the right to vote, and the CB shall have four votes, which they can use as they think fit, irrespective of the number of their delegates attending. However, in case where two NSGF's in one country have been recognized as Members, each shall have only two votes. They will receive voting cards according to the number of votes they have.

A roll call, **by the TGA Chair, or other appointed person**, shall be taken immediately before a voting session of the Europe Region TGA.

6.2: A National Scout and Guide Fellowship voting by proxy on behalf of another National Scout and Guide Fellowship has the duty to find out as far as possible how the latter Fellowship would have voted on each item submitted to a vote and vote accordingly.

6.3: **At least three (3) tellers shall be appointed by the Europe Region Committee** on the proposal of the Host Committee of the Europe Region TGA, to count the votes, record them **and pass the results to the TGA Chair to announce**. Tellers are bound to secrecy. In appointing tellers, **the Europe Region Committee** must ensure that there are no conflicts of interest.

In the case of a secret ballot, the tellers will return all voting papers to the **TGA Chair** to be destroyed, after the **TGA Minute Secretaries** have recorded the contents.

If a National Scout and Guide Fellowship wishes to abstain from a secret vote, the paper should be returned marked "ABSTAIN". Any such paper is not counted in determining the result of the ballot.

6.4: A resolution or a motion is carried if a simple majority of the votes cast is given in its favour, except for decisions concerning

- the determination of the annual fee

- amendments to the constitution

which shall be decided by a two-thirds majority of the votes cast.

In the event of a tie, the motion shall be defeated.

Where a formal count is taken, the number of votes cast for and against the motion shall be recorded by the **TGA Minute Secretaries** and announced by the **TGA Chair**.

However, where a show of voting cards indicates that a substantial majority exists either for or against the motion, the Chair of the Europe Region TGA may dispense with a formal count.

6.5: If an equal number of votes is given for and against a motion or an amendment, the Chair of the Europe Region TGA has no casting vote. The motion or amendment will be lost.

6.6: Voting concerning hosting the next Europe Region TGA and **decisions on new Members joining the Europe Region requires a secret ballot**.

Other matters may also be voted upon by secret ballot at the discretion of the Chair of the Europe Region TGA or at the request of two-thirds of the present or represented delegations.

Tellers are bound to secrecy, and they will return the voting papers **to the TGA Chair to be destroyed**, after the **TGA Minute Secretaries** have recorded the contents.

## 7. Languages

The official languages of the Europe Region TGA are English and French.

## 8. Speeches

8.1: Speakers are requested to give their name and the name of their National Fellowship, and to be as concise as possible.

Apart from the formal presentation of motions and amendments, all addresses, speeches, etc. shall be limited to a maximum of **three (3)** minutes for each speaker, in order to give ample opportunity to all who wish to speak on any subject. The limit may be varied at the discretion of the Chair of the Europe Region **TGA**.

8.2: Observers may speak if invited to do so by the Chair of the Europe Region **TGA**.

8.3: Political material or propaganda of any character, written or verbal, national or international, is not permitted at any meeting of the Europe Region **TGA**.

## 9. Platform

9.1: The platform party shall be limited to the Chair and Vice-Chair of the Europe Region **TGA**, and the Europe Region Committee.

9.2: Delegates including the Central Branch shall be seated in the body of the Europe Region **TGA** Hall, where indicated by the organizing committee, in alphabetical order of the names of countries present.

Observers and Guests are invited to occupy the remaining seating, **in the TGA Hall**.

## 10. Presentations

Presentations of gifts or votes of thanks are made from the platform by the Europe Committee only. NSGFs shall have a dedicated place at the end of the Conference.

## 11. Amendments to the Rules of Procedure

11.1: The present Rules of Procedure may be amended by the Europe Region **TGA** at any of its meetings by a simple majority.

11.2: Proposals for amendments are to be submitted **7 months** in advance of the Europe Region **TGA** and any sub amendment 3 months in advance of the Europe Region **TGA**. The Chair of the Europe Region **TGA** shall announce any such proposals at the opening session. If no proposals for amendments are put forward, the present Rules are considered as confirmed, no vote being necessary.

## 12. Miscellaneous

The English text of the present Rules of Procedure is recognized as the official text; any other language is considered as a translation.

## 13. Open session with the Europe Region Committee

13.1 **After the TGA there may** be an Open session **with** the Europe Region Committee. Any subject - **not discussed** at the **TGA** - can be proposed for discussion at the open session (without voting) as well as any invitation. **These** must be notified in writing, to the Europe Region Committee, not less than 24 hours before the open session is due to start.

13.2: Questions to be asked of the Europe Region Committee must be notified in writing, not less than 12 hours before the open session is due to start.

## 14. TGA Report

The official TGA Report will be written by the TGA Chair, or another appointed person.

### **GLOSSARY:**

**Agenda:** A list of items to be considered by the Europe Region TGA.

**Amendment:** A change to a proposal or to the Constitution or Bye-Laws.

**Ballot:** Act of voting, especially secret voting, by means of a paper on which the vote is registered.

**Candidate:** A person who has been nominated for election.

**Delegate:** A person appointed by a National Scout and Guide Fellowship or by the Central Branch to represent it at a Europe Region TGA.

**Eligible:** Legally qualified to be elected or chosen.

**Guest:** A person who participates in the Europe Region Conference by personal invitation of the Europe Region Committee, such as the representatives of WOSM and WAGGGS (other than the Committee members), or the representatives of countries not yet Members.

**Member – Membership:** Written with a capital letter refer to the NSGFs, Members of the ISGF; with a small letter refer to individual members (of an NSGF or the Central Branch).

**Motion/Resolution:** A proposal ready to be put to the vote.

**Nominate:** Put forward the name of a person for some specific task or office.

**NSGF: "National Scout and Guide Fellowship":** a national adult organization recognized as a Member (whether Full or Associate) of the ISGF, which may have the nature either of a single organisation or of a federation comprising several associations.

**Observer:** An individual member of a NSGF or of the Central Branch attending a Europe Region TGA without being a delegate. An observer is normally not entitled to vote or to take the floor.

**Proposal:** A plan or scheme introduced by a NSGF or the Europe Region Committee and concerning a policy matter or a change in the Constitution or the Bye Laws.

**Proxy:** Person or organization authorized to act for another.

**Quorum:** Minimum number of members whose presence is required for a meeting to be valid.

**Resolution:** A motion carried.

**Triennial report:** The report describing the work, activities and achievements of the Europe Region Committee of ISGF during the triennium between two Europe Region TGA.

**Triennium:** A three-year period.

**Votes cast:** All votes FOR or AGAINST. Abstentions are not "votes cast".

